

**Important Information for the Upcoming Administration of the:  
STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAMINATION**

The 2009 administration of the Staff Services Analyst (General) Transfer written examination will be conducted on:

**DATE:** February 28, 2009  
**TIME:** 8:30 a.m. – 11:30 a.m.  
**LOCATION:** Sacramento

**DATE:** March 5, 2009  
**TIME:** 8:30 a.m. – 11:30 a.m.  
**LOCATION:** El Monte

To participate in the upcoming written examination, California Air Resources Board and the California Environmental Protection Agency, Office of the Secretary employees will be required to complete the [Staff Services Analyst \(General\)-Request for Transfer Exam Form \(ASD-HRB 279\)](#). The completed form should be e-mailed to [mzarate@arb.ca.gov](mailto:mzarate@arb.ca.gov) no later than February 13, 2009.

Once the request form is received and the requirements to laterally transfer into the SSA classification have been verified, a notice with the testing date, time and location, along with a study guide will be mailed to each competitor. If you do not receive a written examination notice by February 20, 2009 please contact Martha Zarate via email at [mzarate@arb.ca.gov](mailto:mzarate@arb.ca.gov). To ensure a timely response, please enter "SSA Transfer Exam" in the subject line.